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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 2 March 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report #9  
23 February thru 1 March 1955a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. Overseas Material -- Request from [ ] completed Thursday, 24 February; stencils of 631 originals cut as follows: 423 in E&R, 142 by Stenofax, 66 by [ ] processed: 429 through Reproduction/LO; remainder (c.202) reproduced and collated in E&R; of total request, only 13 stencils were on file/E&R; copies of two other items made available through Documents Control Officer; two charts made available through Visual Aids Section/SS. Additional copies were forwarded to [ ] Lesson Folder File, PPS, the Operational Support Course and AC/OS.

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2. [ ]

25X1

3. Support for the [ ] Course, under [ ] was continued this week. Twelve hours of labor on the part of the technician were spent in copying and editing those tapes already recorded.

25X1

4. Transcribing Tape Machines -- Since the installation of new dual recording equipment in the Language Laboratory, the maintenance section of OTR is converting the old Brush tape recorders to transcribing machines for secretarial use. The maintenance section is experimenting with different conversion methods in order to find the best system. Conversion should be completed on four machines by 18 March 1955.

## 5. Displays for Intelligence Products Exhibit:

- (1) OCI Display: Preliminary discussions held with OCI Staff representative; layout design submitted to the staff for revision. A meeting has been arranged with [ ] for detailed discussion of the plan and new layout design.

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- (2) OO Display: Layout is now completed and under consideration by the staff of OO.

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(3) OSI Display: Discussions were held with [ ] representative of the staff of OSI with regard to the plan of the display. At that time there was some discussion concerning the production of additional display units for OSI in the near future. Layout is now under consideration by OSI.

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(4) ORR Display: Preliminary layouts and roughs have been developed for a detailed consideration by the ORR staff.

(5) Reading Laboratory Display: Discussions were held between the staffs of Visual Aids Section and the Reading Laboratory during which the plans were set down for the production of the display panels. Preliminary layout design is now being revised and corrected by Chief, Visual Aids Section prior to its final consideration by the Reading Laboratory staff.

(6) A meeting will be held on Thursday, 3 March with [ ] to discuss the plan and design of a display panel, or panels, for the Junior Career Development Program.

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6. Publications of International Communist Front Organizations -- Thirty publications in a list procured by the Reference Librarian will be ordered for use in [ ] course. These are serial publications.

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7. Index of Case Studies -- The Reference Librarian discussed with Mr. [ ] his requirements, and also the possibility of organizing a central index in the OTR library of the case studies being prepared for use of the [ ] Instructors. Starting of the index will be delayed about three weeks in order to finish work on some of the case studies.

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8. Transfer of Activity -- The still photographic activities of the Audio Aids Section have been transferred to the Visual Aids Section in Building R&S, Room 113-A. [ ] has been assigned to the position of Artist-Photographer, and will be responsible for the operation of the unit.

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9. Attendance at Foreign Language Films --

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
2/23/55	German	4
2/24/55	Spanish	2
3/1/55	Italian	0

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10. Films for [ ]

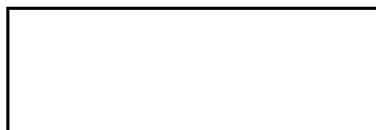
- (1) Four retention films due
- (2) Ten loan films due
- (3) Six loan films sent

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11. Orientation Film on [ ] Final 600 feet of film retakes reviewed and accepted by Motion Picture Director/FPB/SS. Contract photographer has been authorized his final payment. Editing of film will begin on 7 March.
12. OTR Motion Picture on Recruitment -- [ ] has been named as Technical Advisor by the OS for this film. 25X1
- 25X1  
25X1
13. [ ] reported today as secretary to C/ISB, replacing [ ] who will report to the DD/TR's Office on 3 March.
14. Reproduction of OTR TO -- 100 copies of 51 stencils reproduced and collated in E&R; completed Friday, 25 February; forwarded to Personnel Officer/TR for distribution.



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